

# Batch Registration: User Upload Guidelines



## Avoiding Duplicate Accounts

MRC-TRAIN allows administrators (MRC coordinators) to create accounts for users (individually or in batch registration) in addition to allowing users to create their own accounts. In some cases these capabilities can create a situation where a user who already has an account in one TRAIN system may have an additional account created in another TRAIN system. When a user has two (or more) accounts, their records, transcripts, and information can become muddled depending on which account they use for each training, significantly minimizing the effectiveness of MRC-TRAIN in tracking user learning. It is extremely important to avoid creating duplicate accounts.

## Preventive Steps to Take

1. Email your volunteers and ask if they are or have been using the TRAIN system
2. Once you have administrator access to your unit within MRC-TRAIN, pull up a report to see which volunteers are already in the system
  - a. Click on **Administration** in the navigation bar
  - b. Click on **Reports**, then on **Report Console**
  - c. Click on **Learners**
    - i. Once you have downloaded this file, you will be able to load it in Microsoft Excel and view information on the learners in your group

**NOTE: It is important to understand that you will only be able to view users in your group (users who have affiliated with your local MRC user group). It is entirely likely that your users may have accounts under other affiliate groupings (i.e. State TRAIN systems)**

## Types of Users Most Likely to Already Have a TRAIN Account

- State health department employees (or employees of local health departments affiliated with a state health department)
- Users in TRAIN affiliate states
  - A list can be found in the drop-down menu on <https://www.train.org>
  - A map can be found on the PHF site at <http://www.phf.org/train/TRAINmap.htm>
- Learners in the Public Health Workforce

## Batch Registration Steps

1. Click on **Administration**
2. Click on **Users**, then on **Upload Users**
3. Next, download the **Upload Template**
4. Fill in the necessary information (categories listed below are required)
  - Login                      • First Name                      • Last Name                      • Email
  - Organization              • Address 1                      • Zip

**NOTE: Failing to complete any of the above fields will result in the user not being uploaded.**

5. The following is a list of the six possible status types that may result from the user upload:
  - a. Potential duplicate account
    - i. You will have the option of either not creating the duplicate account by continuing or by checking the **Allow** box and approve the account as an account that is **NOT** in actuality as duplicate account. The user account is not initially created in this case.
  - b. Duplicate account
    - i. This error notice will occur if all of the given information matches with an account already in use. The user account is not created.
  - c. Login name exists ...
    - i. The login field is unique. Please choose a distinctive login to avoid having the user not being uploaded. The user account is not created.
  - d. Invalid ...
    - i. This error notice will occur if invalid information (email format, text in the zip code cell, etc.) was entered. The user account is not created.
  - e. Not all required fields provided
    - i. All fields indicated in red were not completed. The user account is not created.
  - f. New user
    - i. All entered information is valid and unique. A new account will be created for this user.
6. If you are not satisfied with the status results, you will need to edit the information in the Upload Template and resubmit the information via TRAIN. Select **Next** when satisfied.
7. On the following screen, you will be presented with an outline of the grouping structure in TRAIN. Select the groups into which you wish to place the users by clicking the checkbox to the left. Select **Next** when complete.
8. On the following page, select **Create New User Accounts** to complete the batch registration process.